

**BY ORDER OF THE COMMANDER
6TH AIR REFUELING WING**



**AIR FORCE INSTRUCTION
11-2KC-135VOLUME 3, CHAPTER 10**

**MACDILL AIR FORCE BASE
Supplement 1**

15 MARCH 2000

Flying Operations

EC-135N OPERATIONS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 6 OG/OGV

Certified by: 6 OG/CC (Col Timothy D. Gann)

Pages: 14

Distribution: HQ AMC/DOV; HQ 21 AF/DOV

AFI 11-2KC-135, Volume 3, C/KC-135 Operations Procedures, is supplemented as follows: (This supplement establishes policy for the operation of 6th Air Refueling Wing (6 ARW) EC-135N aircraft to safely and successfully accomplish their worldwide mobility mission.) The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This supplement is new and must be completely reviewed. This instruction may contain references to chapter X, paragraph X.X. Refer to 11-2KC-135V3 unless another instruction is specifically identified.

CHAPTER 10

LOCAL OPERATING PROCEDURES

10.1. General Information .

10.1.1. Waiver authority. Refer to Chapter 1 of this instruction.

10.2. Command and Control.

10.2.1. General. All crewmembers are responsible for keeping the mission commander informed of any possible change to the mission. Any coordination between HHQ and the flight crew needs to be coordinated through the mission commander. Questions or concerns about policies should be directed through the flight commander and/or the director of operations.

10.2.2. Mission Tasking. 91 ARS supports USCINCCENT special mission requirements as tasked by the CINC through the TACC (Reference CENTCOM/TRANSCOM MOA Feb 97). 91 ARS acts as executive agent for the 6 ARW commander and the single point of contact for mission assignments. 91 ARS/DOD will ensure missions are planned and executed to operate as scheduled by requesting agencies.

10.2.3. Mission/Aircraft Commander Responsibilities. The mission commander, as representative of the 6 ARW commander, is the final authority after departing MacDill AFB for all operational matters pertaining to the mission execution. An aircraft commander will be listed on the flight authorization. Aircraft commanders are:

10.2.3.1. In command of all persons aboard the aircraft.

10.2.3.2. Responsible for the welfare of the crew and the safe accomplishment of the mission.

10.2.3.3. Vested with the authority necessary to manage their crew and mission. They will comply with all DoD, AF and AMC directives.

10.2.3.4. Responsible for making all decisions not specifically assigned to higher authority.

10.2.3.5. Aircraft commanders will not change itineraries unless approved by trip coordinator.

10.2.3.6. The final authority for requesting and accepting waivers affecting their crew or mission.

10.2.3.7. Charged to keep the 6 ARW commander informed through 91 ARS/DOD and the wing chain of command.

10.2.3.8. Ensure TACC is notified of completion of each mission leg and request that 6 OG/CC be notified of arrival time, aircraft maintenance status, aircrew location and phone number.

10.2.4. Separation of Duties. During trips where the mission commander and aircraft commander are not the same person the mission commander will take primary responsibility for execution of the mission and the aircraft commander will be responsible for the safe operation of the aircraft and safety of all personnel. Aircraft commanders will support the mission commander in executing the mission.

10.2.5. Deviations and Diversions. The aircraft commander has final responsibility for the safe conduct of all missions. Conduct of all flights will be with the following priorities; safety first, passenger comfort second, and schedule reliability third. Aircraft commanders may reroute or divert their missions if required due to emergency situations, maintenance problems or adverse weather. Attempt to coordinate mission diversions in advance with TACC, CINC Command Center, host nation DAO, and 91 DOD. In

the event of an emergency divert to an alternate, the mission commander coordinates all border clearance and aircraft servicing requirements.

10.2.6. Mission Changes. On or prior to the first leg of each mission, the mission commander must review with the trip coordinator the exact mission itinerary to ensure that specific landing locations and block times are accurate. When the trip coordinator advises the mission commander of proposed mission changes, the mission commander will manage the request. The mission commander will coordinate the change with 91 ARS/DOD and the TACC then pass the results to the trip coordinator. Should other crew positions be advised of potential itinerary changes during conversations with the trip coordinator, immediately advise the mission commander.

10.2.7. Crew Responsibilities. The crew is the key factor for successful mission accomplishment. The mission commander is the focal point for interaction between the crew and the mission support party. The primary function of all aircrew members is to provide passengers with the best in safety, service, and reliability. The maintenance supervisor is responsible to the aircraft commander for the aircraft on the ground. The lead FLIGHT ATTENDANT is responsible to the aircraft commander for passenger safety and comfort, including meals. Crewmembers will coordinate their activities with maintenance personnel to prevent preflight/postflight activities from interfering with maintenance or servicing requirements.

10.3. Crew Management.

10.3.1. Scheduling Restrictions. EC-135N crewmembers will have a sterile schedule 48 hours prior to departure that is free from any ground training events to allow for sufficient mission planning, sortie specific briefings (threat, OSI, AOR), and crew rest.

10.3.2. Crew Availability. At enroute stations, mission itineraries are subject to change on short notice and crews should be prepared to react accordingly. Unless directed otherwise by the CINC or TACC, crewmembers are not required to maintain an alert status during scheduled ground times. Mission commanders must be aware of crewmembers' planned activities and locations during the entire ground time. All crewmembers should note the phone number of the communications room. If crewmembers plan to be unavailable by telephone they should arrange periodic check-in with the communications room or the MC if no Comm room is available. Mission and aircraft commanders are expected to be reasonably available by telephone. If this is not possible, arrangements will be made with the communications room to be out of touch until a mutually agreeable time. Mission commanders will arrange contact procedures with the trip coordinator as necessary.

10.3.3. Crew Rest Requirements and Crew Duty Time. All aircrew members will follow the crew rest and duty time limits specified in Chapter 3. Bus departure times will normally be located in the Comm room, when not available, check with the mission commander. Crew duty time begins when the first aircrew member reports for duty. Delays to the party will not be tolerated for not knowing when to enter crew rest.

10.4. Aircraft Operating Restrictions. NOT USED

10.5. Operational Procedures.

10.5.1. Mission Departure Procedures. The traveling maintenance team will normally plan to arrive at the aircraft a minimum of three hours prior to departure time. Assure the required fuel load is aboard and arrange aircraft towing to terminal/DV spots when required. Assure required AGE is available. Assist in placing boarding steps/ramps in position. The aircraft will be completely crew ready at least two hours prior to scheduled takeoff time to allow for repositioning, loading, and discrepancies. Maintenance will be

completed no later than station time. The aircrew should normally plan to arrive at the aircraft NLT an hour and a half prior to departure.

10.5.1.1. The entire crew will be ready to depart at station time. Maintenance crewmembers will be positioned under the right nose area until the official party has boarded the aircraft. Assist the crew chief as necessary during engine start. The crew chief will be on headset and positioned to view the first engine to be started. Two maintenance crewmembers will be positioned on board the aircraft to immediately close the cargo door. One flight attendant and the maintenance supervisor will greet the official party at the bottom of the stairs.

10.5.2. Arrival Procedures. Crewmembers will not enter or exit the aircraft while the official party is in the vicinity of the aircraft. Ground crewmembers will not leave the vicinity of the aircraft until the official party has departed. All crewmembers onboard the aircraft will remain in their seat or duty position until the official party has departed the aircraft.

10.5.2.1. The maintenance supervisor, crew chief, two specialists and one aircraft security specialist will deplane via the crew entry chute when the seat belt light is extinguished and the aircraft comes to a complete stop. Two maintenance crewmembers will open the cargo door and take their position beside the door at the top of the stairs, if able. The maintenance supervisor will assist in positioning the airstairs. The crew chief will check in on headset and notify the pilots when chocks are installed and external power is available. Once the airstairs are in position, maintenance will take a position under the right nose area until the official party has departed. The ACSO notifies the crew on interphone when all of the official party has departed the aircraft.

10.5.2.2. The mission commander will coordinate requirements for the next departure with the trip coordinator, maintenance supervisor, flight attendant, and ground handling personnel. The mission commander will brief the entire crew of any changes to the mission and the next scheduled show time. Once all official travelers leave the aircraft, baggage download and lavatory service will follow.

10.5.3. Postflight. Post flight actions will prepare the aircraft to depart in minimum time. Specifically, the aircraft will be serviced, cleaned, refueled, and prepared for an immediate takeoff. Crew rest allowing, flight attendants will remain at the aircraft until the galley and aircraft are cleaned and the aircraft is prepared for the next departure. Maintenance will check and service the water and lavatories after each stop as required. The aircraft will be refueled after the support party and crew has departed if host nation rules permit.

10.5.4. Aircraft Cleanliness. Keeping the aircraft clean and neat is everybody's responsibility. Certain duties must be performed to prepare the cabin and the aircraft. Once the cabin is prepared, crewmembers will not disturb the setup.

10.5.4.1. Maintenance will clean and vacuum the aircraft prior to turning it over to the flight attendants. The flight attendants are required to clean and vacuum the aircraft during the duration of the TDY and after the final landing at MacDill AFB. The aircraft will be returned to maintenance in the same condition as they received it. Maintenance will not dispose of oilcans and related cleaning supplies in the galley garbage container.

10.5.4.2. Maintenance is responsible for the exterior appearance of the aircraft. This includes cleaning cowlings, entryway door, and wheels. Maintenance will ensure cleaning supplies are not stored within sight of the entryway. Specifically, the area between the bulkhead and tool cabinet and under the front row of seats next to the entry way (visible from the ground through the foot windows).

10.5.4.3. Flight attendants will remove garbage from the aircraft using the garbage cans, when available, to prevent leaking substances on the carpet. Refuse will be downloaded to the bottom of the stairs. Never throw refuse down to the ground from the top of the airstairs.

10.5.4.4. Flight attendants will prepare the cabin by station time. Other crewmembers will not enter the sterilized passenger compartment after station time.

10.5.4.5. Flight attendants will not deposit excess liquid foodstuffs (soup, coffee, milk, etc.) in the lavatories.

10.5.4.6. Crewmembers should not eat while walking about the cabin. Use a tray and sit at a table when able.

10.5.5. Maintenance Duties and Responsibilities. Maintenance will work any aircraft problems immediately and coordinate with the aircraft commander and the TACC. The aircraft commander will be informed of any aircraft maintenance problem and will be notified before calling TACC. For home station delays the aircraft commander will notify 91 ARS/DVDO and 6 AGS/LGGC immediately of any suspected mission delay or of any requirement or assistance needed.

10.5.6. Aircraft Servicing. The maintenance supervisor will coordinate all servicing of the aircraft and ensure safety is maintained. The maintenance supervisor will coordinate with the ground-handling agent for stairs and all other AGE requirements. The maintenance supervisor will ensure the aircraft forms are completed after every flight and have forms ready for review prior to crew arrival on departure. The maintenance supervisor is responsible for all servicing invoices and bills. Keep copies of all AF Form 15s / 315s. Give copy of each AF Form 15 / 315, AVCARD receipt and any other receipts to the 6 AGS/LGGC Resource Advisor.

10.5.7. Enroute Maintenance Problem. The aircraft commander, in conjunction with the maintenance supervisor, will advise the TACC, 91 ARS/DVDO, and 6 AGS/LGGC whenever an aircraft maintenance status changes to degrade the mission capability. Advise if local repair facilities are adequate or if assistance will be required. Provide your estimate of the time the aircraft will be in commission. Keep the TACC, 91 ARS/ DVDO, and 6 AGS/LGGC advised of status. When supply or maintenance assistance is needed enroute to solve a problem beyond the capability of local resources, contact TACC. The aircraft commander may be provided a local contact that can arrange for parts. If parts will be shipped, the TACC will provide the aircrew with the shipping details. Parts can be shipped to the aircraft commander in care of the US Embassy or other mission support activity. The aircraft commander will make arrangements to have someone pick up the shipment as soon as possible after it arrives. When parts are received, notify the TACC. If maintenance assistance is required notify the TACC, 91 ARS/DVDO, and 6 AGS/LGGC.

10.5.8. Station Time. The aircraft should be ready for unforeseen changes in the CINC's schedule. Many times things change and result in an early arrival of the party. The crew must be ready to accommodate early arrivals of the official party, all crewmembers will be in place and ready to start engines 30 minutes prior to scheduled door time. Pilots will be in the seat with checklists complete up to engine start, boom operator ready to immediately start the APU, navigator's checklist completed and INS fully aligned, ACSOs monitoring for CINC arrival. Flight Attendants will ensure aisle is clear, cabin prepared, passenger compartment sterilized, and in position to greet at the bottom of the stair. Maintenance will be standing by to start engines and ready to close cargo door.

10.5.9. Emergency Procedures. This section lists emergency considerations while on DV missions. Procedures in the flight manual, FLIP, IFR Supp, and AFIs take precedence. Remember to stop, think, and collect your wits.

10.5.9.1. Diversions. If an emergency situation dictates landing at other than the planned destination, the aircraft commander will consider the following when selecting an airfield for diversion: If time and conditions permit, land at a military airfield. Most US military airfields have adequate crash/rescue equipment and medical facilities, as well as more positive security control. Consider the advantages of a military airfield when it is likely the aircraft will be disabled after landing, or when the nature of the emergency, coupled with the perceived risk to the DV, would generate wide public interest, concern, and curiosity.

10.5.9.1.1. If feasible, use UHF vice VHF radios for all emergency transmissions.

10.5.9.1.2. Notify the airfield selected for an emergency diversion as soon as possible to allow maximum time to prepare.

10.5.9.2. Continued Flight with Engine Loss. With one engine inoperative, the crew will take whatever action is necessary for safe recovery. Four engine aircraft (with suitable two-engine-out performance) may continue to a destination that provides suitable maintenance. In making a decision to divert, inconvenience to the DV is a secondary consideration to flight safety.

10.6. Aircrew Procedures.

10.6.1. Uniforms. Impressions in the DV airlift business are very important. As AMC and 6 ARW representatives, crewmembers must abide by the highest standards of dress and personal appearance at all times. This may not always be easy during long flights and hot conditions, but crewmembers must try to always look their best. The best way to send the right impression is through unique standardization. All aircrew members should carry the leather jacket for cold weather environments. During "honors arrivals" all visible aircrew members should be in a prescribed USAF uniform. Crewmembers will change into civilian clothing if required by the Foreign Clearance Guide prior to departing the aircraft.

10.6.2. MacDill Aircrew Members. Duty uniform for flights and duty office hours will be green flight suit.

10.6.2.1. Green flight suit with the following patches: AMC with blue lettering, 91 ARS yellow/white on black aircrew style, CENTCOM Command Crew, US flag. Scarf: 91 ARS yellow with black lightning bolts.

10.6.2.2. Desert flight suit with the following patches: Subdued AMC, name Command Crew, and subdued US Flag. Wear desert boots and desert BDU cap. Officers will wear subdued rank.

10.6.3. Flight Attendant Uniform. Flight attendants' uniform, in lieu of the flight suit, will be worn as prescribed in AMC Supplement 1 to AFI 36-2903. The lead flight attendant will coordinate uniform requirements. The "CINC Air Sweater" is authorized with the flight attendants uniform as required by climatic conditions. The flight superintendent will coordinate uniform colors locally to ensure similar attire by all flight attendants.

10.6.4. Maintenance Crewmembers. Duty uniform for home station maintenance activities will be as prescribed by 6AGS/CC. Duty uniform for the AOR will be as follows.

10.6.4.1. Green flight suit with the following patches: AMC with blue lettering, 91 ARS, yellow/white on black aircrew style, CENTCOM Command Crew, US flag. Regular BDUs; Patches: USAF tape, name tape. Footwear: black boots. Hat: BDU or Command Crew cap. Wear these uniforms from showtime on day of departure through return date. All maintenance crewmembers will wear the same uniform/hat ensemble on the same day according to required area in which member is deployed.

10.6.4.2. Desert flight suit with the following patches: Subdued AMC, name Command Crew, and subdued US Flag. Wear desert boots and desert BDU cap. Officers will wear subdued rank. Alternative uniform will be desert BDU with the following patches: USAF tape, and name tape. Footwear: Desert boots. Hat: Desert cap or Command Crew cap.

10.6.5. Civilian Attire. Due to the numerous Foreign Clearance Guide restrictions concerning the wear of military uniforms when performing DV missions, the following civilian clothing is authorized for inflight use by all crewmembers at the discretion of the mission commander.

10.6.5.1. Slacks or khaki-styled pants with belts, collared shirt (conservative of nature and color), casual shoes (must have rubber type sole, no smooth leather soles). Black plain sneakers are allowed.

10.6.6. Pre-Departure Procedures. The mission commander will conduct a mission briefing for the entire crew the day prior to departure. This briefing will cover all aspects of the mission. The mission commander will provide the latest mission itinerary for each crewmember as well as the 91 ARS/CC. Aircraft commanders will conduct specialized briefings for the flight deck crewmembers.

10.6.6.1. The mission commander will provide the maintenance supervisor with a copy of the latest itinerary including proposed fuel loads one day prior to departure. The maintenance supervisor will brief the aircraft commander on the combination of the aircraft locks.

10.6.6.2. Flight attendants will plan to upload the aircraft after coordinating with the maintenance supervisor (normally the day prior to departure). CENTCOM communications gear will normally be loaded the day of departure. The mission commander will coordinate the upload time with the trip coordinator if other times are required.

10.6.6.3. The aircraft commander will review the aircraft forms with the trip maintenance supervisor on the trip. Discuss the aircraft status and tour the aircraft if necessary. The maintenance supervisor will point out any limitations currently on the aircraft and mention any missing spare parts from the on-board kit during the trip briefing.

10.6.6.4. Flight attendants will normally plan to upload the aircraft one-day prior to mission departure. Flight attendants should be qualified on airstairs usage. If no stair-qualified flight attendants are available then the lead flight attendant will coordinate with maintenance in operating airstairs. Maintenance will handle all pre-mission departure requirements AGE equipment and airstairs.

10.6.7. Baggage Policy. Storage space in the EC-135 is extremely limited. Therefore, each crewmember is limited to only two pieces of luggage (suitcases or hang-up bags) and no more than one small hand-carried bag that will fit under a seat. The inflight data manager will ensure luggage is properly stowed and secure for takeoff and landing. Luggage will not obstruct aisle or emergency exits. Anyone needing access to the baggage bins during flight should inform the inflight data manager of the need and they will assist as needed. The carrying of personal "food bags" is discouraged and at no times should meat, fruits, vegetables, or other spoilable items be carried. Assigned baggage areas are as follows:

10.6.7.1. Flight Deck: flight deck crew only.

10.6.7.2. Forward Comm Suite: FS-II fuel cart.

10.6.7.3. Crew Bunks: P/N/FA only.

10.6.7.4. Maintenance table/seating area: maintenance only.

10.6.7.5. Left Storage Bin (pilot's side): entire crew--P/N/B/CSO/FA/MX.

10.6.7.6. Right Storage Bin (nav's side): communications equipment, support party, official party.

10.6.7.7. Right Galley Closet: Flight attendants only.

10.6.7.8. Left Galley Closet: Flight attendant, official party.

10.6.7.9. Right Aft Closet: CINC storage.

10.6.7.10. Aft Closet/Boom Pod: maintenance only.

10.6.8. Loading/Unloading. In flight data manager will supervise and assist with loading and unloading all baggage and will coordinate with the CENTCOM support party. All crewmembers not performing primary duties will assist CENTCOM personnel with baggage loading and unloading. Normally, this includes two pilots, two navigators, two radio operators, two flight attendants, two maintenance specialists and the inflight data manager. Downloading of baggage is a priority over all crew duties for turning the aircraft. Toilets, refuse, general cleaning should not take place until after the "bag drag" has finished.

10.6.8.1. Prior to off-loading any baggage, maintenance will remove the maintenance ladder via the aft hatch to commence immediate maintenance actions.

10.6.8.2. The aircrew will be allowed to change clothes, if required, before luggage is downloaded. Normally, maintenance baggage will remain on the aircraft and accompany the maintenance crew to the hotel.

10.6.8.3. Normally, the aircrew will ride to and from the hotel with the support party (staying in the same hotel). Crewmembers who accompany the support party enroute to the hotel will assist CENTCOM personnel in downloading luggage. Usually this means escorting baggage carts to the communications room. Once all luggage has been moved, individuals are free to obtain their room assignments and take their personal luggage.

10.6.8.4. If departing from the same hotel, the aircrew will load their luggage prior to the scheduled bus time and may assist with loading as required, commensurate with crew duty time limits. All crewmembers are expected to have completed checkout of the hotel a minimum of 15 minutes prior to bus departure. All crewmembers that are ready should assist in the escorting of official party baggage down to the loading area.

10.6.9. Baggage Security. Each piece of luggage will have the appropriate name tag attached. Normally blue tagged items will be removed from the aircraft. Orange tags will be left behind and the owner is responsible for taking the bag off if needed. Do not leave baggage unattended in the lobby of hotels at any time. Any luggage left unattended will be visually inspected before loading on the aircraft. Packages wrapped by foreign nationals will be opened and inspected prior to loading. Untagged luggage will not be loaded on the aircraft or into the hotel. When baggage is transported separate from the crew, a CENTCOM representative or crewmember will accompany the vehicle. Crewmembers should limit purchases to items that will fit in their suitcase or under a seat. Before buying any large item, crewmembers will check with the aircraft commander to ensure that space is available. Never allow foreign nationals to wrap packages without inspecting the process. Do not bring packages on the aircraft that were not personally wrapped or observed being wrapped. The aircraft commander has final authority over whether an item may be brought back from overseas on board the aircraft. No "unclaimed" bags will be brought aboard without the aircraft commander's knowledge and someone taking responsibility for the article. Normally each crewmember will be issued two blue and one orange streamer tag.

10.6.10. Crew Bunks. The forward bunks are designated for use by the off-duty pilot and navigator. When not in use, other flight crewmembers may use the bunks after checking with off-duty pilot or nav.

The bunks will not be occupied during takeoff or landing. Flight attendants will remove comfort items placed for temporary storage in the bunks shortly after takeoff, unless the bunks will not be used. The over wing door covers should be put in place for flights above 10,000' MSL.

10.6.11. Local Customs. Customs in our AOR are very different from what we are accustomed to in the United States. We will respect those differences. For example, in those countries where consumption of alcohol is forbidden, we will abstain. Where alcohol is permitted, moderation is the key. Remember to use common sense and consider local customs. These countries are conservative; be low key and don't cause unnecessary attention to you. No crewmember should ever be transporting alcoholic beverages off the aircraft for personal consumption at enroute locations. Crewmembers are allowed to bring back alcohol from overseas locations; if more than a single case is being returned then coordinate with the aircraft commander, and claimed accordingly on all required customs forms.

10.6.12. Communications Room. The communications room is for official business only. Do not use the communications room as a crew lounge. The mini-bar in the room is off limits to everyone. Sign out sheets will be located in the room and enforced. Crewmembers will sign out whenever departing the hotel grounds. Everyone must travel with a partner when leaving the hotel.

10.6.13. Health Precautions. The aircraft commander should brief any specific health precautions from the Foreign Clearance Guide during the crew briefing. Crewmembers are responsible for their shot record and immunization/medication requirements.

10.6.14. Public Affairs Guidance. All requests for information pertaining to a mission will be referred to the aircraft commander or trip coordinator. Crewmembers will not discuss the mission or any DV information with anyone not having a need to know. Crewmembers will not grant interviews or provide information to members of the press or other media unless the interview has been approved by 6 ARW/PA. Advise media personnel to contact the 6 ARW/PA. Never discuss the reasons for your travel to any location. Practice OPSEC at every opportunity.

10.6.15. Billeting Guidance. Normally, for CINCCENT missions the trip coordinator will make hotel reservations for the crew in the same hotel. For stateside missions, the mission commander will coordinate with the lead flight attendant and trip coordinator to determine the best suitable billeting arrangements.

10.6.16. Hotel Bills. Each crewmember will ensure their hotel bill is settled before departing each location. Crewmembers must pay for any incidentals such as the mini-bar, telephone, room service, or restaurant changes.

10.6.17. Crew Meals. The lead flight attendant will brief the mission commander on the crew meal expenses. Once the aircraft commander approves the bill, all crewmembers are responsible for full payment. Payment is expected from all crewmembers on the return leg to MacDill AFB. Cash payment is required.

10.7. Aircraft Security.

10.7.1. General. Security of the aircraft, the crew, and the passengers is a major concern at all times. These procedures will not replace good judgment and common sense. If security is in doubt or a breach is suspected, notify the aircraft commander, CINC security detail, or the trip coordinator. Take immediate action to notify the closest law enforcement agency to prevent hostile acts or damage to the aircraft or personnel.

10.7.2. Mission Information. All mission information is considered "FOR OFFICIAL USE ONLY". Crewmembers will not discuss the mission or any DV information with anyone not having a need to

know. Do not remove the CINC's daily itinerary booklet from the aircraft. NO ONE SHOULD DISCUSS THE DV's ITINERARY OR THE PURPOSE OF THE TRIP. As policy; names of the official party are **NOT** to be released. All requests for information pertaining to a mission will be referred to the mission commander or trip coordinator. The mission commander will verify the classification of all missions. Classified missions may require using secure communications or visiting the trip coordinator in person. In this case certain mission details are restricted from normal release. The mission commander will brief all crewmembers as required.

10.7.3. Aircraft Priority. The EC-135 aircraft is designated a priority C resource. The protection afforded a priority C resource depends upon many factors. **Table 10.1.** summarizes the requirements:

Table 10.1. Priority C Requirements.

US Military Base	Parked in an Established Restricted Area:
	-Roving Patrol
	-Two person armed response in 5 minutes
	Parked in Non-established Restricted Area
	-Roving Patrol
	-Two person armed response in 5 minutes
	-Rope barrier with signs
	-Lighting
Non-US Military	The aircraft commander determines if security is adequate commensurate with US military base requirements.

10.7.4. Security Arrangements. Based on these requirements, the mission commander will evaluate each situation to determine if security is adequate. Consult with the chief of CINC security to determine the security arrangements available at each location. The CINC security chief will brief the aircraft commander on the security situation and arrangements for guarding the aircraft. The security detail will guard the aircraft anytime outside an established priority C area. However, at some locations in the AOR, host nation restrictions may prevent a physical presence at the aircraft. The aircraft commander should be satisfied with the ultimate security situation and will not leave the aircraft vulnerable to compromise or damage. The aircraft commander will ensure guards know where and how to contact the crew at all times.

10.7.5. Aircraft Security Guard Procedures. An aircraft security guard will be at the aircraft, stationed at the foot of the aircraft stair to control access, anytime the crew is present and will monitor aircraft pre-flight and post-flight operations. Specific duties include the following:

10.7.5.1. At every location, on each mission, one guard will accompany the first group of crewmembers to the aircraft during preflight. This will normally require one guard to accompany the maintenance crew to the aircraft when beginning preflight actions.

10.7.5.2. Guards will remain outside the aircraft until ready to taxi and the last maintenance person is ready to board.

10.7.5.3. Upon arrival, one guard will deplane and remain with the aircraft until the aircraft is secure, unless 24-hour security is required.

10.7.6. Tours of the aircraft. The aircraft commander or trip coordinator must approve all tours of the aircraft. Do not allow any unofficial visitors aboard without prior approval. Considerations prior to approving tours should be crew members resting, cabin preparation, meals, or any official party member still on board the aircraft.

10.7.7. Securing the Aircraft. For overnight stops, maintenance will secure the aircraft in the following manner:

10.7.7.1. Lock the main entry chute

10.7.7.2. Lock the nose compartment

10.7.8. Security Walk-Thru. Prior to leaving the aircraft, a ACSO will conduct a sweep of the passenger compartment to check for classified documents. If classified documents are found by any crewmember prior to leaving the aircraft notify a ACSO.

10.8. Operational Reports and Forms.

10.8.1. Operational Reporting. ACSOs will report all departures and arrivals to the TACC as soon as possible. If it is impractical to call during a minimum ground time, include the actual arrival time with the next departure message.

10.9. Training Policy. NOT USED

10.10. LOCAL Operating Procedures. NOT USED

10.11. Navigation Procedures. NOT USED

10.12. Intentionally Left Blank. NOT USED

10.13. Boom Operator Procedures

10.13.1. Seat Release Policy. Aircraft commanders are authorized to release the maximum number of seats on the aircraft as required by AMC policy. However, certain restrictions apply.

10.13.1.1. Trip coordinator must approve seat release on missions with the CINC.

10.13.1.2. On sorties without the CINC on board, the aircraft commander will determine how many seats to release based on: availability of passenger service at departure and arrival location, ability to monitor passengers in flight, and effect on training during the flight.

10.13.1.3. Normally, seats will not be released for OCONUS destinations. Check the FCG and passenger terminal for border clearance requirements.

10.13.1.4. The crew may process space available passengers if no passenger terminal exists. The aircraft commander will ensure all baggage is inspected, anti-hijacking briefing, and a manifest is completed. This is normally completed by the flight attendants.

10.13.2. Passenger Monitors. Flight attendants are the primary passenger monitors. When flight attendants are not aboard, the inflight data manager will handle, process, and monitor passengers. Other crewmembers may assist the inflight data manager in monitoring and controlling passengers during flight.

10.14. Intentionally Left Blank.

10.15. Air Refueling.

10.15.1. Enroute Planning. Navigators should plan 450KTAS enroute to ARIP. After A/R is complete navigators should plan 475KTAS to final landing destination.

10.15.2. Standard ALTRAV A/R Track.

10.16. Mission Planning.

10.16.1. Mission Planning Standards. Navigators should use the RC-135W model with a 6% degrade for all PFPS mission planning for the EC-135N.

10.16.2. Timing. Plan 100NM from destination 30 minutes prior to door time for all arrivals. For flight/door times use 15 minutes as the standard from door to takeoff and 15 minutes land to block in, unless other known factors influence times.

10.17. Employment. NOT USED

10.18. Aircraft Formation. NOT USED

10.19. Intentionally Left Blank.

10.20. Aeromedical Evacuation. NOT USED

10.21. Intentionally Left Blank.

10.22. Intentionally Left Blank.

10.23. Aircrew Chemical Operations and Procedures. NOT USED

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

ACSO—Airborne Communications Systems Operators

Aircrew—As used in this OI, applies to pilots, navigators, inflight data management specialist, airborne communication system operators (ACSO) and flight attendants (FA) assigned to a mission.

Bag Drag—That time upon arrival at a foreign destination after the official party has departed the area when the aircraft is downloaded and uploaded prior to departure.

Close Hold—A term used to identify sensitive information (destination, passengers, or other mission details are restricted from general release).

Communications Room—A designated separate room where the support party maintains a ground communications suite in close proximity to the official party. The communications room is for official business only.

Crewmembers—A collective term used in this OI for all 91 ARS personnel, aircrew, and maintenance crew assigned to a mission.

Delay—Failure of the aircraft to depart due to maintenance or operational reasons when the DV and party are ready at the scheduled departure time. If the scheduled departure time is changed for the convenience of the DV, a delay is not charged.

Door Time—The time the door will close on departure and the time the door will open on arrival.

Ground Time—The interval between door open on arrival and door closed on departure.

Lead Flight Attendant—The sole director and coordinator of all flight attendant matters.

Leg Time—The time between door closed on departure to door open on arrival. This is published as the flight time on the flight itinerary.

Maintenance Crew—As used in this OI, applies to all the maintenance crew assigned.

Maintenance Supervisor—The sole director and coordinator for all maintenance activities.

Mission Support Party—Those CENTCOM personnel assigned on a mission to support CINC requirements and not designated as “official party.” This includes the assistant executive officer, admin personnel, communications personnel, security detail, and personal aide.

Point of Safe Return—The most distant point along the planned route from which an aircraft may safely return to the departure point or alternate airport with required fuel reserve.

Quiet Period—A term used to identify a period during a ceremony conducted on or near the flight line. During this period, the runway is closed and aircraft landing on the runway must wait on taxiways until after the quiet period. Ground operations on any portion of the ramp are prohibited.

Ramp Freeze—A term used to denote a set of security procedures in place to restrict all vehicle and pedestrian traffic especially on the ramp. Departures are not authorized and arrivals will clear the runway and hold.

Scheduled Takeoff Time—That time established on the mission itinerary for departure. This time may be changed for the convenience of the DV.

Station Time—Thirty minutes prior to scheduled door time, when the crew and aircraft should be ready to depart if the DV arrives early.

Trip Coordinator—Normally the CENTCOM assistant executive officer, but may be another designated on-board contact. The trip coordinator is the sole source of information and interface between the crew and the entire CENTCOM travel party.

ARTHUR F. DIEHL III, Col, USAF
Commander